



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	SENIOR STAFF ANALYST (Part-time)
3	Posting Number	PN# 110441
4	Department	Health & Human Services Department
5	Division	Bureau of Animal Regulations and Care
6	Section	N/A
7	Reporting Location	2700 Evella
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES</u> Functions in a senior staff role to provide professional analytical, administrative and/or management systems services to Assistant Director level and above. <u>CORE FUNCTIONS</u> <ul style="list-style-type: none">➤ Analyzes and consults management practices and procedures and develops recommendations for improvement for the Bureau for Animal Regulations and Care.➤ Investigates and makes recommendations for addressing issues of medium to high complexity and/or sensitivity to Veterinarian Technicians.➤ Assigns management responsibilities on a limited basis for certain functions, units or programs. May also function as a lead.➤ Compiles data, produces information and interprets results through conclusion or recommendation formulation. Develops reports, special documents or publications as assigned.➤ Prepares, edits and revises department policy and procedure manuals. Responds to correspondence, requests for information, etc.	
10	<u>WORKING CONDITIONS</u> The position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in Business Administration, Public Administration, or a closely related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Five (5) years of professional administrative, financial or analytical experience related to the type of work being performed are required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Must have a valid Texas Driver's License in compliance with the City of Houston's policy on driving (AP 2-2).	
14	<u>PREFERENCES</u> Experience in providing advice and consultation to humane organizations.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	None
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to maximum of this salary range is: <div>Salary Range - Pay Grade 28</div> <div>\$1,777- \$3,407 Biweekly \$46,202 - \$88,582 Annually</div>	
18	<u>OPENING DATE</u>	May 10, 2006
19	<u>CLOSING DATE</u>	May 16, 2006
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	